

**CSD 090**  
**Instructions**  
**CSBG Program Accomplishments and Coordination of Funds (Rev. 1/08)**

**Purpose:** The purpose of the CSD 090 is to provide a human face to the outcome data reported on the CSD NPI 801. The narrative stories illustrate for NASCSP and OCS the CSBG accomplishments, innovative programs, coordination of funds, and ROMA implementation achieved by California's CSBG Contractor Network throughout the past year.

**Instructions:**

- Please do not use acronyms. Spell out all program names and activities.
- Make sure to answer each question completely. Use the provided examples as a resource to identify what elements should be included in the narrative stories.
- **Use this document to answer each question.** To enter your information, highlight the sentence stating, "begin entering agency information here", make sure that sentence is highlighted and begin typing. That statement will be deleted and your information will replace it. All other questions will move down the page as you enter information for each question. For questions 4 and 5, please enter your information under each bullet.
- Double check grammar and spelling.
- Keep each story to no longer than one page.
- Always protect the confidentiality of clients. Use initials and/or change the name to ensure client confidentiality when sharing client success stories.

**Question 1:** Focuses on top management or program accomplishments.

**Question 2:** Focuses on successes of those served by CSBG.

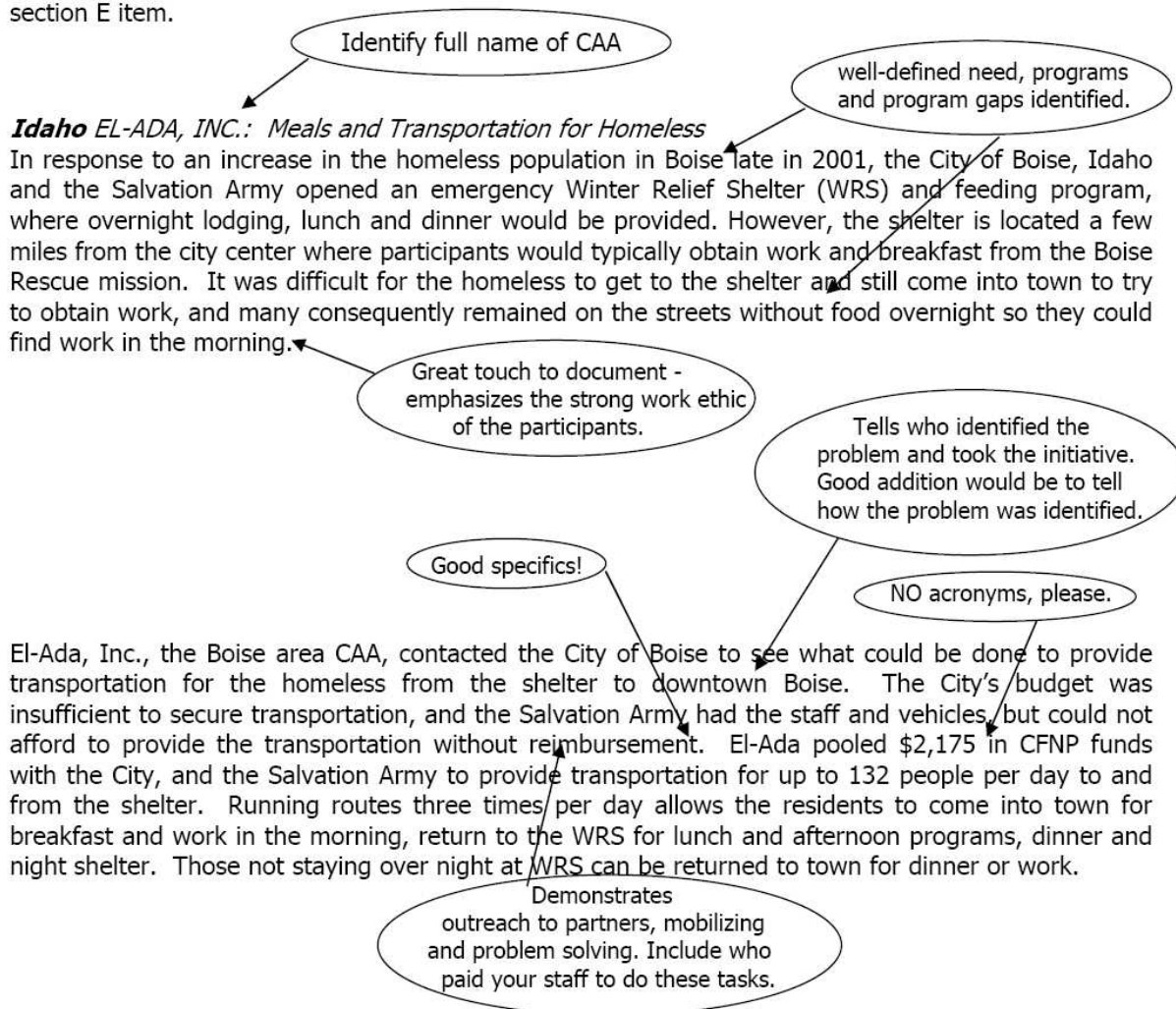
**Question 3:** Address innovative programs.

**Questions 4 and 5:** Address coordination and mobilization of resources to provide services.

## Sample Narrative Stories

In general, keep in mind that the IS Report is trying to omit onerous financial accounting of all non-CSBG funding for each CSBG category in Section E, by replacing the numbers with clear, real-life examples showing what mobilizing and coordinating resources (both monetary and other) can do to address one or more of the causes of poverty. In the past, we asked how much HUD, HHS, state, and private or local funding was linked with CSBG programs. The stories that have replaced this should include information about your program, and give much more detailed information about how you link resources to meet needs. Therefore, your response should include facts about the process, the partners and their roles and financial contributions, and the exact uses of the CSBG funds that make it all possible, as well as identifying the need for and result of the program. Please keep the narrative to **one page or less**.

The stories below are examples. They were submitted in 2001 for Section D "success stories"; although they were not focused on explaining how resources are combined with CSBG to reduce poverty, they happen to include a lot of the necessary information, so we have showcased them together with comments on the additional information needed to complete your narrative for the new section E item.



This service is the result of an effective partnership between local government, the faith community, and the local community action agency. Alone, none of the three agencies could provide the service, but they work together, and homeless people are able to secure shelter and food while maintaining employment and other responsibilities.

Good impact description!

**Massachusetts Hampshire Community Action Commission - Housing:**

The lack of affordable housing in Northampton, Massachusetts is a major issue for the low-income population. Over the last few years, as Northampton has "gentrified" and as Smith College has expanded in the center of the city, the amount of affordable housing stock has declined. When it became clear that Meadowbrook Apartments would be sold, with 252 units, 80% reserved for low and moderate income tenants, Hampshire Community Action Commission (HCAC) knew it had a role to play in preserving the affordability of those units. In partnership with the City of Northampton and others, HCAC worked at a variety of levels to see that the new owners did not reduce the number of affordable units.

Key partner named; name all partners and role of each.

A list would be OK here - which partners and "levels" ?

Need and goal clearly defined; include explanation of the "gap" the CAA is filling - why could no other agency do what's needed?

Detail what CSBG paid for i.e.: staff time and materials, etc.

Clear partnership definition

Good touch to give a sense of time needed to develop project.

Using CSBG funds, HCAC's Organizing Program helped the Meadowbrook tenants create a tenant's organization and learn the skills necessary to advocate for their own interests. After working with the Mayor of Northampton and the tenants for six or seven months, HCAC organizers empowered the tenants to become proactive in addressing their concerns with the incoming management company. Through staff support and technical assistance, HCAC helped the tenants elect officers, take positions and conduct community actions. As a result of these and other actions, including negotiations between the new owners and the Massachusetts Housing Finance Authority, HCAC expects that these buildings will become 100% affordable housing for thirty years. The tenants have new skills and an organization to help them look out for their own interests and HCAC is helping to eliminate a significant condition of poverty in the county.

Nice extra touch to give a human example of the outcome of the project but please replace real names for confidentiality.

Too modest! That's a change from 80% to 100%- 51 more low-income units than planned!! Emphasize your own victories!

Good to list important new partner. Include list of all contributed by partners.

Helen is a 38-year-old white, single mother of an eight year old. She has an Associate degree but does not work because of multiple disabilities. She is a low-income person who has lived in subsidized housing at Meadowbrook since her son was born. She was very concerned about losing her subsidized housing. Helen doesn't own a car and relies on buses and taxis to get around. She says, "Living at Meadowbrook means I can pay my rent, my bills and buy food to feed my family. If I had to move, I couldn't meet all these obligations".

Here would be the place to list any data on outcomes, impact, value future expectations.